



**Terry Tamminen**  
Agency Secretary

# Air Resources Board

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**Arnold Schwarzenegger**  
Governor

## MEMORANDUM

TO: AQSB Staff

FROM: Ken Stroud, Chief  
Air Quality Surveillance Branch

DATE: January 26, 2004

SUBJECT: MONTHLY MILEAGE REPORTING FOR VEHICLES LEASED FROM  
THE STATE GARAGE

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We have recently been notified by ASD of the correct procedure for reporting monthly mileage for both leased and MLD owned vehicles.

By the fourth of each month, if vehicle is leased from the State Garage:

- Go to [www.ofa.dgs.ca.gov](http://www.ofa.dgs.ca.gov) ; log-on with user name: lower case "arb" ; password is "fleetARB" ; fill in all information.
- Mail white copy to State Garage, attention Fleet Administrator, within the same month. (Please write "copy" on it). Pink or yellow copy to AQSB secretary to forward to Dave Morrow, ARB Fleet Administrator.
- If an MLD owned vehicle, please submit white copy to AQSB secretary by the fifth of each month for submittal to ARB Fleet Administration.

It is especially important to follow the above procedures in the case of leased vehicles as the division is charged \$50.00 for each incident of late reporting. Attached is a list of vehicles that are leased by MLD from either the Sacramento or Fresno State Garages.

Attachment

cc: Janel Hernandez, ASD  
Dave Morrow, ASD

*The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.*

California Environmental Protection Agency

<b>AQSB VEHICLES LEASED FROM STATE GARAGES - 1/22/04</b>				
<b>License No.</b>	<b>Manufacturer</b>	<b>Model</b>	<b>Description</b>	<b>Driver</b>
903837	1995 Dodge	Dodge	SD 4DR Intrepid	D. Bruce
908125	1996 Ford	F150 CNG	PU 4x2 CNG	J. Lawson
956450	1997 Chrysler	Jeep	4DR 4x	G. Jung
956485	1997 GMC	GMC	VN AWD CGO 4x4	S. Rider
961701	1998 Chev	G-Van Cargo	Cargo Van	S. Scheller
961780	1998 Chev	Astro Cargo	Cargo Van	D. Arnold
963826	1999 Chev	G-Cargo Van	Cargo Van	N. Adler
1032908	1999 Chev	G-Cargo Van	Cargo Van	J. Romans